



SAGU AMERICAN INDIAN COLLEGE

EMERGENCY OPERATIONS  
RESPONSE PLAN

Revised: September 2018

SAGU AMERICAN INDIAN COLLEGE  
EMERGENCY OPERATIONS RESPONSE PLAN

Employees should be prepared to cope with the hazards and crisis that may threaten the day-to-day functions of this accredited institution.

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## I. INTRODUCTION

Introduction: What is an Emergency?

1. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. School facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner do that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.

Purpose:

- A. To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed (Required by ARS 15-341, A 34). Our school's Emergency Operations Response Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
- B. Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being. An overview of the plan will be explained and distributed to all school personnel deemed necessary.
- C. Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgements based on the situation. Staff will receive annual training in the emergency response plan.
- D. Procedures will be developed to provide for disabled students and staff.
- E. This plan shall be reviewed annually by the designated officials and updated to maintain current procedures.
- F. Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan.
- G. Each classroom will be supplied with a Classroom Emergency Response Guide that provides instructions on how to respond to specific events as determined by site emergency planning committee.
- H. A copy pf this plan will be filed with the Office of the President and the Office of the Director of Enrollment and Student Development.

## During a Disaster: Step by Step is Right Here

The greatest mistake professors and staff make in a crisis come from not knowing what steps to take and in what order in a given situation. Planning, training and drills will help prevent those mistakes. In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take. These steps are guidelines to inform you of the most likely steps to take.

It is critical to evaluate the circumstances of the actual event and determine the most appropriate course of action. Some common incidents have been addressed to help you in an emergency. Each site must conduct a hazard assessment to identify all hazards that pose a risk to the school.

### GENERAL RESPONSE IN AN EMERGENCY

1. Remain calm. Don't panic! Use common sense and render assistance if possible.
2. Evacuate buildings immediately upon hearing an audible alarm or when remaining at the present location becomes life-threatening.
3. Know the location of at least two emergency exit routes in your working area.

DO NOT: Use the phones for reasons other than emergency purposes.

### MEDICAL EMERGENCIES

Do not exceed your training or knowledge when attempting to render first aid. Immediately dial the designated numbers according to the office hours, or after office hours, procedures to report the nature of the medical condition.

### FIRE EMERGENCIES

1. Know the locations of fire alarms in the building you are located.
2. Know the location of fire extinguishers and how to use them.
3. Know all building exit routes. Keep all exit routes free of obstruction.
4. Know where to gather during the emergency.
5. Have emergency phone numbers attached to phones.

### IF A FIRE IS SUSPECTED OR DISCOVERED

1. Activate the fire alarm and call 911. Give as much information as possible including building number, floor, and room number of the possible fire.
2. Where there is no alarm, warn other occupants by knocking on the doors and shouting a warning.
3. Leave the building. As you exit, if possible, close doors and windows behind you to prevent the fire from spreading.
4. If there is smoke in your room or in the hallways, keep down near the floor. Crawl if you must.
5. Before opening a door, feel the door and/or knob. If either is hot, do not open the door.

6. Open the door slowly. If heat or heavy smoke is present, close the door and stay in the room. Open a window to attract attention.
7. Once outside please go to assigned areas so there can be a head count.

Assigned relocation areas are:

Gannon Dormitory, Washburn Dormitory, Library, Cafeteria, Cree Student Union, and Gymnasium will gather at Lake Lopez.

Computer Lab, Modular Unit, Administration, Chapel and Lee Academic Center will gather on the top parking lot.

Numbers Assigned to Buildings:

1. Lee Academic Center
2. Gannon Dormitory
3. Computer Lab/Library/Washburn Dorm
4. Cafeteria
5. Maintenance
6. Cree Student Union
7. Gymnasium
8. Modular Building
9. Administration/Chapel

### Approval Statement

The Emergency Operations Response Plan for the SAGU American Indian College has been reviewed and found satisfactory.

\_\_\_\_\_  
Site President (required)                      Date

\_\_\_\_\_  
Director of Enrollment                      Date  
& Student Development (required)

\_\_\_\_\_  
Law Enforcement (recommended)      Date

\_\_\_\_\_  
Fire/EMS (recommended)                      Date

\_\_\_\_\_  
County Health Department                      Date  
(recommended)

## II. BASIC PLAN

### A. SITUATIONS AND ASSUMPTIONS

#### 1. Situation

- a. The school sits at 10020 North 15<sup>th</sup> Avenue, Phoenix, Arizona 85021. The site consists of nine buildings. There is an Average Daily Membership of 150 and 34 staff members.
- b. The Site President's office and the Director of Enrollment & Student Development have the primary responsibility for developing and implementing the site Emergency Operations Response Plan.
- c. Site personnel and/or local fire and law enforcement agencies handle most emergencies on site.

#### 2. Assumptions

- a. During an emergency, centralized direction and control is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

### B. COMMUNICATIONS

#### 1. Emergency Communications

##### Reporting an Emergency

The following times for reporting an emergency: Monday – Friday, 8:30 a.m. to 5:00 p.m.

For any emergency call the Campus Operator at 221 and the appropriate medical, fire, and/or police departments shall be notified.

To report an emergency after hours: Call the Resident Director at 255.

Dial 911 for medical, fire and/or police.

Please note: Before taking any action, take precaution to ensure you or others are not in immediate danger. Avoid unstable structures, electrical wires, toxic fumes, chemical spills, fire or other circumstance that pose an immediate danger to yourself or others. Do not jeopardize your life or the lives of others by attempting to save personal or College property.

When you can contact the Campus Operator or call 911, please provide the following:

1. Your name;
2. Your phone number and location;

3. Name and location of emergency;
4. Do not terminate the phone call until the other person ends the phone call;
5. If the emergency involves students, please refrain from making calls to friends or relatives.

If possible, notify the Director of Enrollment & Student Development or Site President immediately. College administration will contact any additional parties that require notification.

## 2. Media Relations

In the event of an incident or disaster impacts the campus community, please do not contact other students, parents of students, media or others. Any and all notifications of death or disasters, involving students and employees while associated with a college event or on campus, will be addressed by the Director of Enrollment & Student Development, Site President of the College or the Site President's Designee.

If you were involved in a college event that results in the death of an employee or student, notify the Director of Enrollment & Student Development and Site President as soon as reasonably possible. These individuals will make the appropriate notifications.

## C. EVACUATION CHECKLIST

### 1. Evacuation

- SAGU AIC Personnel initiates evacuation procedures.
- SAGU AIC Personnel if students and staff should be evacuated outside to designated relocation areas.
- Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Describe how disabled students and staff will be provided for.
- Lock doors.

### 2. Professors

Direct students to follow normal evacuation drill procedures unless Incident Commander alters route.

- Take classroom roster and emergency kit.
- Close classroom doors and turn off lights.
- When outside building, account for all students.
- If students are evacuated, stay with class unless relieved other designated SAGU AIC personnel.

Take roll again when you arrive at the relocation area.

### 3. Relocation Centers

Assigned relocation areas are:

- Gannon Dormitory, Washburn Dormitory, Library, Cafeteria, Cree Student Union, and Gymnasium will gather at Lake Lopez.
- Computer Lab, Modular Unit, Administration, Chapel and Lee Academic Center will gather on the top parking lot.

#### LOCKDOWN/SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a campus building.

- The Site President or Director of Enrollment & Student Development will issue lock-down order by announcing a warning over a PA/phone system, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the central offices gives the all-clear signal.

The Central Office shall designate a code word to indicate an “all clear” signal.

#### REVERSE EVACUATION

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

- Identify safe areas in each school building.
- Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Professors take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Professors should account for all students after arriving in the safe area.
- Office personnel must contact each teacher/classroom for a headcount.
- All persons must remain in safe areas until notified by Incident Commander or emergency responders.

#### D. RESOURCE INVENTORY

Insert Resource - Inventory of Emergency Equipment

- Communications equipment
- First aid supplies

- Firefighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

### III. Procedures

#### A. Animals

- Ensure the safety of the students and staff first.
- Call 911, if necessary.
- Administer first aid if possible.
- Notify Site President's Office or Director of Enrollment & Student Development.
- Seal off area if animal(s) still present and if safe to do so.
- SAGU AIC personnel will notify the proper individuals following incident.

#### B. Assault/Fights

- Ensure the safety of the students and staff first.
- Call 911, if necessary.
- Administer first aid if possible.
- Notify Site President's Office or Director of Enrollment & Student Development.
- Seal off area where assault took place, if it's safe to do so.
- Defuse situation, if possible.
- The Office of the President or The Office of the Director of Enrollment and Student Development notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Document all activities. Ask victim(s)/witness(es) for their account of incident.

#### C. Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm.

#### **Do Not:**

- Use two-way radios or cellular phones—radio signals have the potential to detonate a bomb

- Evacuate the building until police arrive and evaluate the threat
- Activate the fire alarm
- Touch or move a suspicious package

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange noises
- Unexpected

**If a bomb threat is received by phone:**

1. Remain calm. Take note of the caller's voice and background sounds.
2. If your phone has a display, copy the numbers and/or letters on the window.
3. Try to obtain the most crucial information from the caller—detonation time, location, and appearance of the bomb.
4. Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

**If a bomb threat is received by note:**

- Call 911 immediately.
- Do not handle the note.

**D. Fire**

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Move to assigned relocation area.
- Take roll call of students.
- Site President or Director of Enrollment & Student Development will notify the police department. Call 911 if necessary.
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

- Site President or Director of Enrollment & Student Development notifies students and staff of termination of emergency. Resume normal operations.

#### E. Gas Leaks

If gas odor has been detected in the building:

- Evacuate students and staff to a safe distance outside of building.
- Move to assigned relocation area.
- Professors take class roster.
- Site President or Director of Enrollment & Student Development will notify the police department. Call 911 if necessary.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site President or Director of Enrollment & Student Development notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

- Site President or Director of Enrollment & Student Development will notify the police department, Call 911 if necessary.
- Site President or Director of Enrollment & Student Development determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Site President or Director of Enrollment & Student Development notifies students and staff of termination of emergency. Resume normal operations.

#### F. General Emergency

- Site President or Director of Enrollment & Student Development will notify the police department, Call 911 if necessary.
- Administer first aid if possible.
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved.
- Immediately contact Site President or Director of Enrollment & Student Development.
- Preserve evidence. Keep detailed notes of incident.

#### G. Hazardous Material Event

Incident occurred in school:

- Call 911.
- Site President or Director of Enrollment & Student Development will notify the police department, Call 911 if necessary.
- If safe, seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.

- Resume normal operations after consulting with fire officials and Site President or Director of Enrollment & Student Development.

Incident occurred near school property:

- Call fire or police.
- Notify Site President or Director of Enrollment & Student Development.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials and Site President or Director of Enrollment & Student Development.

#### H. Intruder/Hostage

Intruder- An unauthorized person who enters school property:

- Notify Site President or Director of Enrollment & Student Development.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Notify police, Site President or Director of Enrollment & Student Development if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.).
- Maintain visual contact with intruder from a safe distance.
- Site President or Director of Enrollment & Student Development may issue lock-down procedures.

Hostage:

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Site President or Director of Enrollment & Student Development.
- Give control of scene to police and hostage negotiation team.

- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

#### I. Media

All staff must refer media to Director of Enrollment & Student Development, Site President or Administrative Dean of the school, or the Site President’s Designee. In the event of a tragedy or disaster impacting the campus community, please do not contact other students, parents of students, media or others.

If you are involved in a college event that results in the death of an employee or student, notify the Director of Enrollment & Student Development or Site President as soon as reasonably possible.

- Director of Enrollment & Student Development or Site President of the school serves as district spokesperson unless he/she designates a spokesperson. If a spokesperson is unavailable, an alternate assumes responsibilities.

School spokesperson: \_\_\_\_\_  
Name

Phone Numbers (home, work, mobile): \_\_\_\_\_

Alternate spokesperson: \_\_\_\_\_  
Name

Phone Numbers (home, work, mobile): \_\_\_\_\_

During an emergency, adhere to the following procedures:

- Director of Enrollment & Student Development or Site President of the school, or the Site President’s Designee relays all factual information.
- Establish a media information center away from school.
- Update media regularly. Do not say “No comment”.

- Do not argue with media.
- Maintain log of all phone inquiries. Use scripted response to respond to inquiries.

#### Media Statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school's plan for responding to emergency.
- Issue brief statement consisting only the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.

Refrain from exaggerating or sensationalizing crisis.

#### J. Power Outage

Occasionally the campus has experienced power outages in the past. The extent of these outages, are usually difficult to determine.

- If the outage occurs during regular business hours, contact the student development office and maintenance will be notified.
- Wait at least (15) minutes to allow maintenance an opportunity to fix the problem. You will be notified if the problem cannot be fixed immediately.
- If the outage is extensive and cannot be fixed then you will be notified as to whether the cancellation of classes is warranted.
- If the outage occurs after business hours, contact the residential director and the resident director will contact the appropriate contacts. Arrangements will be made for students on campus if it is deemed an emergency.

#### K. Robbery

Do not attempt to intervene during a robbery.

- Cooperate. Give the person exactly what he/she asks for, nothing more.
- Remember distinguishing traits: color of clothing, hat or no hat; beard or moustache; approximate height, weight, age and ethnicity.
- Note the type of weapon used, if any.
- Listen carefully for voice characteristics and what is said. Note characteristics of demands and voice inflection.
- Note direction of travel of fight after confrontation. Note vehicle type and license plate number if possible.
- Take charge of area until incident is contained or relieved.
- Immediately contact Site President or Director of Enrollment & Student Development. Call 911 if necessary or directed.
- Preserve evidence. Keep detailed notes if incident.

## L. Serious Injury/Death

If incident occurred in school:

- Immediately notify the Site President or Director of Enrollment & Student Development and/or call 911.
- Administer first aid or care, if possible.
- If possible, isolate affected student/staff member.
- Direct witness(es) to Site President or Director of Enrollment & Student Development.
- Refer to “Media Procedures” for contact with media.

If incident occurred outside of school:

- Call 911 and notify the Site President or Director of Enrollment & Student Development.
- Administer first aid or care, if possible.
- Refer to “Media Procedures” for contact with media.

## M. Sexual Assault

Many victims of sexual assault do not know where to turn for help. Know what to do in the event you encounter a victim.

- Get help quickly.
- Call 911 for police.
- Notify the Site President or Director of Enrollment & Student Development.
- Do not allow other persons to contact the victim unless requested by the victim.
- Do not allow the victim to change clothes or shower. Valuable evidence may be destroyed.
- Follow procedures for Physical/Sexual Assault for SAGU AIC Campus (refer to SAGU AIC policy in Security Crime Report).
- Refer media to spokesperson (or designee).

Note: Policy Prohibiting Sexual Harassment found in Faculty Handbook.

## N. Sheltering Procedures

Sheltering provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each campus building.
- Professors take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Seal doors, windows, and vents with plastic sheets and duct tape.
- Cover up food not in containers or put it in the refrigerator.

- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Professors should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Site President, Director of Enrollment & Student Development or emergency responders.

#### O. Staff Responsibilities

##### Staff:

- Verify information.
- Identify Command Post.
- 911 (if necessary).
- Seal off high-risk area.
- Convene with others and implement proper crisis response procedures.
- Notify Site President or Director of Enrollment & Student Development.
- Notify other staff members.
- Evacuate students and other staff if necessary.
- Refer media to spokesperson (or designee).
- Notify community agencies (if necessary).
- Keep detailed notes of crisis event.

##### Professors:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster.
- Refer media to spokesperson (or designee).
- Keep detailed notes of crisis event.

#### P. Student Unrest

- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Notify Site President or Director of Enrollment & Student Development.
- Warn staff. Site President or Director of Enrollment & Student Development may issue lock-down (see Lock-Down Procedures section).
- Shut off alarms.
- Move students involved in disturbance to an isolated area.
- Meet with student representatives to address issues.
- Document incidents with cassette recorder or take detailed notes.

Professors:

- Keep students calm.
- Lock classroom doors.
- Do not allow students to leave classroom until you receive an all-clear signal from Site President or Director of Enrollment & Student Development.
- Make a list of students that are absent from classroom. Document all incidents.

Q. Suicide

Suicide Attempt in School:

- Verify information.
- Call 911.
- Notify Site President or Director of Enrollment & Student Development.
- Site President or Director of Enrollment & Student Development will notify parent(s) if suicidal person is a student.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Stay with person until counselor/suicide intervention arrives. Do not leave suicidal person alone.

Suicidal Death/Serious Injury:

- Verify information.
- Notify Site President or Director of Enrollment & Student Development. Site President's office will notify staff in advance of next school day following suicide or attempted suicide.
- Do not disclose any information regarding suicide or attempted suicide with students.

R. Terrorist Event

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation.

If time permits:

- Move students and staff to specifically identified rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the duck, cover and hold position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)

- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

#### Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:

- Reverse-evacuate all people into school buildings.
- Shelter in place. (Do not use basements or low-lying areas)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

#### Chemical:

- Reverse-evacuate all people into school buildings.
- Shelter in place. (Do not use basements or low-lying areas)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

#### Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby;

- Move students and staff to specifically identified rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the duck, cover and hold position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.

- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

If the school is the target:

Evacuate to predesignated off site location(s).

## S. Active Shooter

Profile of an active shooter:

An Active Shooter is any person who is actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations progress quickly and are unpredictable. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

The following Active Shooter Emergency Procedures are recommended by the Federal Bureau of Investigation:

### **RUN**

- Have an escape route or plan in mind.
- Visitors will follow the example of faculty, staff and students.
- If possible, help others escape.
- Leave your belongings behind.
- Remain calm and follow school personnel instructions.

- Keep your hands raised with fingers spread and keep them visible at all times.
- Avoid making sudden moves or grabbing police officers.
- Do not stop the officer and ask for assistance, other emergency personnel following on will assist you.
- Provide the police with the location, number and description of shooter(s).

### **Hide**

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- It is best not to cluster together in one spot. Try to spread out while remaining hidden throughout the room.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.
- Dial 911, if possible to alert police to the active shooter's location. (Only 1 person should dial 911 within that group.)
- If you cannot speak, leave the line open and allow the dispatcher to listen.

### **Fight**

- Only when your life is in imminent danger, and you cannot run away or hide, taking action is the last resort.
- Do not be afraid to fight. Remember that fear is contagious but so is courage!
- Act with extreme physical aggression against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.
- Use numbers to overwhelm the attacker. There is strength when you work together.
- Once shooter is down, secure the weapon into a trashcan and have someone sit on it.

### **T. Vehicular Accident**

If you collide with an unattended vehicle, stop immediately, attempt to contact the student development office at ext. 226 and the business office at ext. 277. If this is not possible then contact the residential director at ext. 215. A report will be made and the appropriate information will be gathered. If you cannot contact anyone, then leave a note with your name, address and phone number. Make necessary arrangements for both parties to contact insurance companies to report the incident. Get names of any witnesses to the accident other than your relatives and friends.

If you are involved in an accident resulting in minor damage with no injuries, you must stop and provide the appropriate information to the owner/operator of the other vehicle:

- Your name;
- Your address;
- Registration number or your vehicle;
- Your driver's license number.

If the accident result injury or death on the SAGU AIC campus, notify the Director of Enrollment & Student Development, Business office and call 911 immediately.

#### U. Weapons

- Call police if a weapon is suspected to be on campus.
- Immediately notify the Site President or Director of Enrollment & Student Development.
- Do not attempt to disarm the suspect and wait for help to arrive.
- Assist in search with police, if necessary.
- Keep detailed notes of all events and why search was conducted.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

#### V. Weather

Severe Weather Watch has been issued in an area near campus.

- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review "drop, cover and hold" procedures with students.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school.

- Shut off gas.
- Move students and staff to safe areas.
- Remind teachers to take class rosters.
- Ensure that students are in "drop, cover and hold" positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.